

All of the DEP's online services include an Application Name page where you will create a name for your submission. This information will be used for naming of the site in the Department's database and will be published as the "Applicant" in the DEP Bulletin. Be as precise as possible. Below is the naming convention that should be used when completing the Applicant Name Field:

Site Name Convention	
General Requirements Enter data in all capital letters and do not use punctuation in site names (commas, periods, apostrophes, etc),	<p>Be as precise as possible. If the permit is for Warehouse #4 of the Acme Corporation, the correct name should be:</p> <p style="text-align: center;">ACME CORP WAREHOUSE #4</p> <p>If the site is owned by an individual, it should read as follows:</p> <p style="text-align: center;">SMITH JOHN not JOHN SMITH</p> <p>If the name is John Smith Inc, it should read as follows:</p> <p style="text-align: center;">JOHN SMITH INC</p>
Gas Companies	<p>For gas companies, use the company name followed by the corporate designation:</p> <p style="text-align: center;">AMERADA HESS CORP TERMINAL EXXON CO USA TANK FARM PSE&G RIDGEFIELD SUBSTATION</p>
Airports	<p>If the proposed project will take place at a section of the airport use the project area followed by the airport name:</p> <p style="text-align: center;">AMERICAN AIRLINES @ NEWARK INTNL AIRPORT</p> <p>If the proposed project is for the entire airport, the name of the airport should be entered as the site name:</p> <p style="text-align: center;">NEWARK INTNL AIRPORT</p>
College/University Campus	<p>If the college/university consists of one or more buildings at the same location, if the proposed project will take place at one of the building/areas add building name/area to the college/university name as follows:</p> <p style="text-align: center;">NJ RUTGERS UNIVERSITY- FRELINGHUYSEN DORMITORY NJ RUTGERS UNIVERSITY LIVINGSTON CAMPUS</p> <p>If the proposed project is for the entire college/university, the name of the college/university should be entered as the site name:</p> <p style="text-align: center;">COLLEGE OF NEW JERSEY</p>
Weigh Stations	<p>Should be entered with NJDOT and street address:</p> <p style="text-align: center;">NJDOT I-87 WEIGH STATION</p>

Rivers/Bodies of Water	<p>If the proposed project is in a river/body of water, enter the application name as name of waterbody followed by project name:</p> <p style="text-align: center;">DELAWARE RIVER</p> <p>If the Site is located at a river/body of water, enter the site name as follows:</p> <p style="text-align: center;">CHEVRON OIL CO @ HACKENSACK RIVER</p>				
Railroads, Pipelines & Bridges	<p>If the proposed project is for a railroad, pipeline or bridge, enter the application name as follows:</p> <p style="text-align: center;">AMTRAK CORP NEWARK TERMINAL TRANSCONTINENTAL GAS PIPELINE CORP TACONY PALMYRA BRIDGE HUNTERDON CNTY @BRIDGE D-35</p>				
Municipality	<p>If the proposed project is a municipality, enter the municipality as the site name as follows:</p> <p style="text-align: center;">HAMILTON TWP</p> <p>If the proposed project is a municipality's municipal utility authority, public works, etc, enter as follows:</p> <p style="text-align: center;">ABSECON CITY MUA CAMDEN CITY DPW LODI BORO DPW GARAGE S HACKENSACK TWP HOUSING AUTH</p> <p>Note: Do not abbreviate legal municipality/town names (i.e., N Brunswick – should be entered as New Brunswick)</p>				
Schools	<p>Schools should be prefaced by the name of the jurisdictional board of education or school district:</p> <p style="text-align: center;">MIDDLE TWP BD OF ED WASHINGTON HIGH SCHOOL FRANKLIN REGNL SD EISENHOWER MIDDLE SCHOOL</p> <p>Board of Education should always be abbreviated as Bd of Ed and Regional School district should always be abbreviated as Regnl SD.</p>				
Transit Authority	<p>For New Jersey Transit, enter the site name as follows (and what is at that specific location if known):</p> <p style="text-align: center;">NJ TRANSIT AUTH MARKET STREET BUS GARAGE</p>				
Residences	<p>If the proposed project is a private residence, the application name should be entered as follows:</p> <p style="text-align: center;">SMITH JOHN RESIDENCE</p>				
Federal Government	<p>Abbreviate United States:</p> <p style="text-align: center;">US POSTAL SERVICE TRENTON POST OFFICE</p> <p>Use the commonly accepted acronym for federal Sites:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">United States Environmental Protection Agency</td> <td>USEPA</td> </tr> <tr> <td>United States Department of Defense</td> <td>USDOD</td> </tr> </table>	United States Environmental Protection Agency	USEPA	United States Department of Defense	USDOD
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State Government	<p>Enter name with NJ for New Jersey. Abbreviate as follows:</p> <table> <tr><td>NJ Dept of Agriculture</td><td>NJDOA</td></tr> <tr><td>NJ Dept of Corrections</td><td>NJDOC</td></tr> <tr><td>NJ Dept of Community Affairs</td><td>NJDCA</td></tr> <tr><td>NJ Dept of Environmental Protection</td><td>NJDEP</td></tr> <tr><td>NJ Dept of Health</td><td>NJDOH</td></tr> <tr><td>NJ Dept of Human Services</td><td>NJDHS</td></tr> <tr><td>NJ Department of Insurance</td><td>NJDOI</td></tr> <tr><td>NJ Dept of Labor</td><td>NJDOL</td></tr> <tr><td>NJ Dept of Personnel</td><td>NJDOP</td></tr> <tr><td>NJ Dept of Transportation</td><td>NJDOT</td></tr> <tr><td>NJ Dept of Law & Public Safety</td><td>NJDL&PS</td></tr> <tr><td>NJ Dept of Military & Vet Affairs</td><td>NJDM&VA</td></tr> </table> <p>Do not abbreviate the following:</p> <p>NJ Dept of Banking NJ Dept of Commerce NJ Dept of Education NJ Dept of Higher Education NJ Dept of Judiciary NJ Dept of Public Advocate NJ Dept of State NJ Dept of Treasury</p>	NJ Dept of Agriculture	NJDOA	NJ Dept of Corrections	NJDOC	NJ Dept of Community Affairs	NJDCA	NJ Dept of Environmental Protection	NJDEP	NJ Dept of Health	NJDOH	NJ Dept of Human Services	NJDHS	NJ Department of Insurance	NJDOI	NJ Dept of Labor	NJDOL	NJ Dept of Personnel	NJDOP	NJ Dept of Transportation	NJDOT	NJ Dept of Law & Public Safety	NJDL&PS	NJ Dept of Military & Vet Affairs	NJDM&VA
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County Commission/Authority	<p>After the name of the county, enter the word CNTY:</p> <p>SOMERSET CNTY PARK COMM OVERLOOK PARK ESSEX CNTY SEWER AUTH PUMP HOUSE #4 MORRIS CNTY VO TECH SCHOOL</p>																								
Interstate Highways	<p>Use the letter I- for Interstate Routes:</p> <p>I-287 I-80</p>																								
US/State Highways	<p>Use RT in place of US Hwy, State Hwy or County Road:</p> <p>RT 206 RT 539</p> <p>If the route has a number and a direction of N, S, E or W, the US Post Office stated that it was not necessary to use the direction. You can drop the N, S, E or W:</p> <p>246 RT 206 S 246 RT 206</p>																								
Mile Markers	<p>If dealing with roads where mile markers are used, they should be entered as follows:</p> <p>RT 539 MM 51.3 NEW JERSEY TPKE MM 107.6 GARDEN STATE PKWY MM 47.8</p>																								

General Guidelines – Abbreviations

Associates	ASSOC
Association	ASSN
Authority	AUTH
Avenue	AVE
First Street	1ST ST
Third Street	3RD ST
Fourth Street	4TH ST
Forty-second Ave	42ND AVE
Board of Education	BD OF ED
Borough	BORO
Boulevard	BLVD
Circle	CIR
Company	CO
Corporation	CORP
Country Road	RT
County	CNTY
County Road	RT
Department	DEPT
Department of Public Works	DPW
Drive	DR
Incorporated	INC
Industrial Park	IND PK
Interstate Hwy	I-#
Jersey Central Power & Light	JCP&L
Lane	LN
LLC	CORP
Management	MGMT
Manufacturing	MFG
Mile Post 46.4 S	MM 46.4 S
Municipal Utility Authority	MUA
New Jersey Bell Atlantic	NJ BELL ATLANTIC
Parkway	PKWY
Pike	PK
Place	PL
Plaza	PLAZA
Public Service Electric & Gas	PSE&G
Regional School District	RGNL SD
Road	RD
Route	RT
Saint	ST
Sanitary Landfill	SLF
Sewage Treatment Plant	STP
State Hwy	RT
Street	ST
Terrace	TER
Township	TWP
Trail	TRAIL
Turnpike	TPKE
US Hwy	RT
Utility Authority	UTIL AUTH
Wastewater Treatment Plant	WWTP
Water Treatment Plant	WTP